



*The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:*

**Position: Receptionist**  
**Paterson Grade: B-Lower**  
**Salary ranges from R 64 700 – R 116 500 maximum**

**Requirements:**

- A Grade 12 certificate, with one year post Matric qualification in either Customer service or Receptionist, coupled with at least two years working experience.

**Duties:**

- Act as first point of contact with stakeholders and thus representing the NCR.
- Answering calls on switchboard efficiently and promptly.
- Re-routing of calls to various departments
- Assisting with queries from the public
- Welcoming guests.
- Fax and photocopy all relevant documents when necessary
- Ensure re-routing of mails to various departments and managers.
- Control of the reception register.
- Other general office duties from time to time.
- Taking minutes during staff meetings when required
- Assist with boardroom bookings for meetings

**Knowledge:**

- Customer Care
- Switchboard operation
- General Office administration
- MS Office proficiency

**Skills:**

- Good Communication Skills (verbal and written)
- Computer skills
- Telephone etiquette
- Good Interpersonal skills
- Ability to listen with empathy and to interpret information correctly

**Closing Date: 15 November 2021**

The National Credit Regulator is an equal opportunity organization which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [IF-Recruitment@ncr.org.za](mailto:IF-Recruitment@ncr.org.za)

**Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.**



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